

Stage 3: Developing your Neighbourhood Plan

Neighbourhood Plans can range from simple and concise documents to detailed planning documents. But all must meet the required standards and must be linked to the development and use of land. It is likely that a plan will contain policies, associated explanatory text and maps which detail your policies and proposals.

Tips for delivering your neighbourhood plan

These simple steps will help deliver your plan and meet the required standards:

- Publicise in the local community the intention to prepare a Neighbourhood Plan;
- Understand who the key local organisations, groups and individuals are within the community who can help prepare the plan;
- Consult upon draft policies and proposals with the local community/interest groups/stakeholders and demonstrate views have been taken into account. A consultation statement detailing this will form part of the final submission;
- Ensure alternative options have been considered when drafting policies;
- Identify policies and/or proposals to deliver your vision and objectives and address your key issues. These could include:
 - Identifying areas of land for housing and/or economic development
 - Outlining specific requirements for development e.g. design and density
 - Identifying distinct local policies to help address specific issues, such as improving open space or providing better footpath links
- Involve the South Holland Council Ward Member(s). Your local member(s) will be able to provide an understanding of South Holland Council policy and have knowledge of existing issues within the community
- Contact your Neighbourhood Plan Liaison Officer. They will help ensure your plan is in line with the Regulations and legislative requirements and in conformity with planning policies
- Use evidence and information to prepare plans. This could be data obtained from the Council, information gained from publicly available documents such as the Census or new evidence prepared for the plan.

Pre-submission consultation and publicity of draft plan

Once a Neighbourhood Plan has been drafted, there are formal stages it must go through before final submission. The Regulations require a six week public consultation to be undertaken before the plan is formally submitted to the Council.

It is important that this stage of the Neighbourhood Plan is carried out thoroughly. Ensuring that your Plan contains no conflicting interests or policies will make it more likely to pass at examination and be adopted by the community when it reaches referendum.

The requirements for the consultation are:

- The draft plan should be available locally for representations for six weeks. It will need to be publicised appropriately, to bring it to the attention of people who live, work or run a business in the neighbourhood area. Any draft Strategic Environmental Assessment (SEA) or Sustainability Appraisal (SA) or Habitats Regulation Assessment (HRA) should be consulted on at the same time (see guidance note on Strategic Environmental Assessment);
- Consultation should take place with statutory bodies and key stakeholders. The following bodies must be consulted over any plan:
 - **Environment Agency**: responsible for regulating industry and waste, treating contaminated land, water quality and resources, inland river navigation, conservation, ecology and managing the risk of flooding from main rivers and the sea;
 - **Historic England**: responsible for the historic environment. They will have a view on Neighbourhood Plans that contain listed buildings and/or Scheduled Monuments;
 - **Natural England**: responsible for ensuring that the natural environment, including flora, fauna, freshwater and marine environments, geology and soils are protected and improved. It also has a responsibility to help people enjoy and access the environment; and
 - **Lincolnshire County Council**: responsible for education facilities, social services, recycling centres, archaeology and highways throughout South Holland. They are also the Lead Local Flood Authority;
- Other suggested key stakeholders include:
 - **Anglian Water**: provide the water supply infrastructure across South Holland, including the sewerage system;
 - **Campaign to Protect Rural England**: lobby on behalf of 'a beautiful and living countryside' and would like to be consulted on Neighbourhood Plans;
 - **Greater Lincolnshire Nature Partnership**: dedicated to achieving more for biodiversity and geology and creating or enhancing wildlife environments. They assess and manage the Local Sites in South Holland so it is worth contacting them to see if there are any in your area;
 - **Homes and Communities Agency**: the Government's housing, land and regeneration agency and regulator of social housing providers in England. They are interested in increasing the number of new and affordable homes being built and/or made available, and the amount of land being made available for development;
 - **Lincolnshire Chamber of Commerce**: a not for profit organisation that supports the local business community. They aim to enhance conditions for economic growth in the County;
 - **Lincolnshire Wildlife Trust**: dedicated to inspiring people about wildlife and creating or enhancing wildlife environments. They have reserves and other sites in South Holland so it is worth contacting them to see if there are any in your area;
 - **Network Rail**: owns and manages the rail infrastructure throughout South Holland that the train operators run their trains on. Should be

- consulted if your area includes or is adjacent to any part of this route or if your plan has transport connections that include this line;
- [South Lincolnshire CCG and East Lincolnshire CCG](#): providers of primary healthcare services in South Holland.
 - o Consultation should also take place with any bordering councils (district, parish and/or town council), local businesses, local landowners and local interest groups;
 - o A copy must be sent to the Council at this point. Your plan will be checked to see if it is compliant with relevant legislation and will also provide general comments with regards to local and national planning policy;
 - o Your publicity should include:
 - Details of the proposals in your Neighbourhood Plan
 - Details of where and when the proposals in your Neighbourhood Plan may be viewed
 - Details of how to make comments
 - The date by which comments must be received

All comments received during this six week period should be considered and where necessary amendments to your neighbourhood plan should be made.

The Consultation Statement should detail when, where and how you consulted the public, who else was consulted, issues that were raised and how they were addressed. If you hold several consultation events, you may wish to write a separate statement to go with each.

Submission of final plan

The final plan should be submitted to the Council. It is important to ensure that the 'basic conditions' have been met. The plan:

- o must be in broad conformity with national planning policy
- o must contribute to the achievement of sustainable development
- o must be in general conformity with local planning policy, including the strategic policies in the South East Lincolnshire Local Plan
- o must be compatible with human rights requirements
- o must be compatible with other national laws and EU Directives; such as Environmental Impact Assessment, Strategic Environmental Assessment, Water Framework Directive and the Habitats Directive

The submission should include:

- o A map showing the area which the Neighbourhood Plan covers
- o The proposed Neighbourhood Plan
- o A consultation statement
- o A written statement explaining how the Neighbourhood Plan has met the 'basic conditions'
- o The accompanying SEA/SA and HRA, where appropriate.

Once everything has been submitted it will then be published for six weeks for representations and the consultation bodies will be informed that the Plan has been submitted. This will be undertaken by the Council.